



CPP-100 Continuity Planning for Professionals

Course Description

This course is intended for those with some experience in the area, e.g., IT Managers or Project Managers. All aspects of continuity planning are discussed. Participants review the industry planning model and learn how to create the continuity plan and manage the planning process. In addition, the course includes sections on exercising and maintaining the plan, as well as coordination with local authorities. Classes are taught using lectures, workshops and videos.

Audience

This course leads participants through the entire planning process. It is recommended that candidates possess one year of experience in some of the aspects of planning for this intense course.

Duration

Four days

Objectives

Upon completion of the course, candidates possess a thorough understanding of the Continuity of Operations Planning (COOP) and Business Continuity Planning (BCP) model and the plan development and maintenance process. They'll (1) be familiar with the proven method of developing continuity plans and (2) can begin the preparation and documentation of continuity plans.

Course Outline

Introduction

Project Initiation

Information Gathering

Risk Analysis

Business Impact Analysis

Strategy Options Analysis

Design & Documentation

Exercising The Plan

Maintenance & Exercise Programs

Awareness & Training Programs

Emergency Response/Crisis Management

Emergency Response

Crisis Management

Appendix